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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

6 March 1974

1. New Parking Procedures. The target date for the implementation of the new parking procedures is now 1 April 1974. Within the next week we should know how many reserved and lane permits will be allocated to us. The reserved permits are to be issued first to supergrades, and then to GS-15's in supergrade positions. We will make separate arrangements for employees who are certified by the Office of Medical Services to be medically disabled within the meaning of the parking regulations.

The first priority for the issuance of lane permits must be carpools. (A carpool is defined as a riding arrangement whereby two or more people ride in the same car.) Carpools with three or more riders may apply to Logistics Services Division for a reserved permit, but they will be entitled to one of your lane permits if the "carpool-reserved" permits are oversubscribed. After you have taken care of your carpools, you may issue the remaining lane permits on the basis of grade or some other approved basis.

We will provide you with the forms to be used in applying for "reserved-carpool" permits as soon as they are printed. The small cards which will be used by LSD to control the "reserved-carpool" applications will be printed in two colors so that you can use them to control your internal two-man carpools if you wish. (The separate colors are to enable you to purge your files when the three-man carpools are revalidated every six months.) In the meantime, we suggest that you begin to develop your internal procedures for handling the lane permits, and encourage your personnel to begin to think about forming carpools.

2. Telephone Directories. The Office of Communications has recommended that the three telephone directories (Black, Red and Green) be merged into one. Central Cover Staff has concurred with the proviso that personnel under cover may not be listed. The Green Directory now lists a number of senior DDO officers who would be left out if the directories are merged. Could you please advise us by noon, 7 March, whether the combined directory will serve your purposes.

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3. CIA Guest Speaker. Professor [REDACTED] will lecture in the CIA Guest Speaker Program in the Hqs Auditorium from 4 to 6 p.m. on Tuesday, 12 March 1974. Professor [REDACTED] one of the world's leading nuclear physicists, will speak on "New Frontiers of Physical Science." Tickets for Professor [REDACTED]'s talk will be available from component training officers. Those attending are asked to be in their seats by 3:55 p.m. when admittance for non-ticket holders will begin on a first-come, first-serve basis. Questions regarding this program should be directed to Mr. [REDACTED] Special Programs Officer, OTR, [REDACTED]

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4. Logistics/Telephone Services Requests. Your attention is called to [REDACTED] recently published, regarding a new Form 3577, "Request for Telephone Services." This form replaces the Form 2620, "Request for Logistics Services" when requesting telephone work. It should be noted that Form 3577 covers only telephone work (new line installation, relocation of existing lines and the attendant hole-drilling, capping, etc.) and not electrical work. Form 2620 is to be used when requesting work on electrical outlets. Send forms requesting telephone and/or logistics services direct to the addressee indicated on the form, EXCEPT for: (a) requests for new nonpublished lines or new [REDACTED] lines, and (b) requests of utmost priority (with full justification therefor). In these last two instances, continue to send Form 2620 and/or 3577 via SSA-DD/M&S.

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5. The Office of Logistics has extended an invitation to DDO Support Officers to attend their annual conference to be held 21 and 22 March at [REDACTED]. If you would like to attend, please advise [REDACTED] on ext [REDACTED].

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